WASHINGTON STATE

DEPARTMENT OF ECOLOGY

# Dangerous Waste Annual Reporting

# Electronic Data Submission Instructions

Includes instructions on <u>where</u> and <u>how</u> to submit
your electronic Annual Reporting data

For use with TurboWaste Software



WASHINGTON STATE
DEPARTMENT OF
ECOLOGY

Publication # 02-04-037

Revised December 2002

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# Electronic Data Submission Instructions

For use with TurboWaste Software



**For additional copies of this publication, please contact:**

Washington Department of Ecology
Attn: HW Information
PO Box 47658
Olympia, WA 98504-7658
(360) 407-6700

This document can also be downloaded from Ecology's
Internet site at
**www.ecy.wa.gov/programs/hwtr**

*formatting needs for this publication, call (voice) 360-407-6759 (voice) or 711 or 800-833-6388 (TYY).*

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# Introduction

These instructions are intended for use by any business wishing to file their Annual Dangerous Waste Report forms electronically.  To file electronically, the TurboWaste software program must be used for the electronic reporting of the Generation and Management (GM), Waste Received (WR), and the Off-Site Identification Information (OI) forms.

There are two different methods in which GM, WR and OI data can be prepared and submitted to the Department of Ecology (Ecology):

**Method 1** is for companies who have their own computer system for annual reporting.  With this method, companies create data files of their annual reporting information.  These data files are then imported into TurboWaste where they are audited through a series of data validation audits.  If unacceptable data is found, TurboWaste identifies the incorrect records for correction.  The file export feature of TurboWaste is then used to prepare the data files for submission to Ecology.

**Method 2** is for companies who do not have their own computer system.   It is a full annual reporting data management system.  With Method 2, companies data entry their annual reporting information directly into TurboWaste.  TurboWaste audits the data as it is entered and identifies any incorrect records for correction.  When data entry is complete the data files are run through the series of data validation audits.  Then the file export feature of TurboWaste is used to prepare the data files for submission to Ecology.
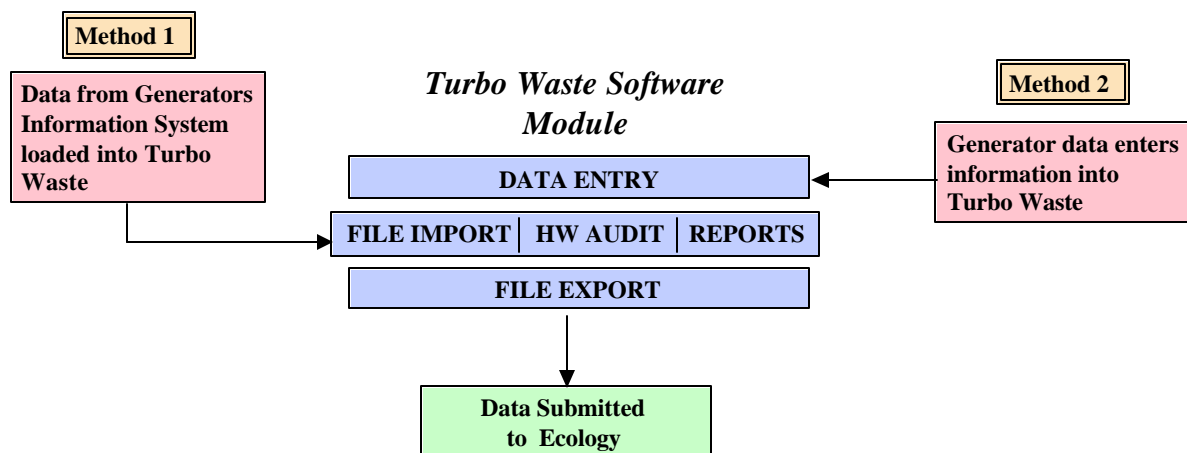


*The majority of the detailed information contained within Books 1 and 2 of the Dangerous Waste Annual Report, describing the paper based filing of the GM, WR and OI forms, is applicable to electronic filing.  If further information is required on filing, the generator should refer to Books 1 and 2 of the 1997 Dangerous Waste Annual Report or call Ecology at 1-800-874-2022 (within state) or 360-407-6170.*

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# Requirements

In order to file electronically you will need the following hardware and software:

## Hardware and Software

1. IBM Compatible PC.
   - Minimum Requirements: 486-66 MHz with 16 megabytes RAM and 30 megabytes free hard disk space.
   - Recommended:  Pentium P-133 with 32 megabytes RAM.
2. Windows 95 or Windows NT or later operating system.
3. TurboWaste Software (supplied by the Department of  Ecology).
4. TurboWaste User Guide Instructions.
5. Microsoft Access 97 (version 8.0) or later database software (optional).

## Internet Connection (optional)

To enhance communications between Ecology and electronic reporters, Ecology requests that all electronic reporters have Internet capabilities.

Check out Ecology's Internet home page at **www.ecy.wa.gov/programs/hwtr** to get the most current information about electronic reporting.  This site is kept current with information on electronic reporting issues, TurboWaste software and instructions, and Annual Reporting forms and instructions.

Electronic Data Submission Instructions

# Conditions for Electronic Submittal

## Use of TurboWaste Software

Ecology can only accept electronic Annual Reporting data that has been processed through the series of data validation checks within the TurboWaste software program.

## On-Site Record Retention

Past practice has been for Generators and Facilities to submit paper reports to Ecology and retain paper copies on-site. In the case of electronic data submittal, Ecology will allow the retention of electronic data files (in place of paper copies) for the GM, WR and OI data. The Verification Form (VF) must be submitted to Ecology on paper and therefore paper copies of this form must be retained on-site. The length of record retention is three years.

On-site retention of electronic annual reporting data files replaces the requirement of WAC 173-303-210(2) and WAC 173-303-390(4) for retaining paper copies of the Generation and Management (GM) forms, Off-Site Identification (OI) forms, and the Waste Received (WR) forms of the annual reports provided the following conditions are met:

1.  On-site record retention of electronic data files is five years.
2.  A paper copy of the Verification Form (VF) of the annual report must be keep on-site to accompany the electronic data files.
3.  Electronic data files must be accessible to Ecology in the event of an emergency or site inspection. To ensure that the electronic data files are always accessible, it's recommended there be multiple staff on-site with access to them.
4.  Electronic data files must be available for immediate use either in the form a printed report or on-screen viewing where the display of the data is a replica of the paper GM, OI and WR forms as found in Book 1 of the Annual Dangerous Waste Report.
5.  All other record keeping requirements of WAC 173-303-210(2) and WAC 173-303-390(4) are not affected

## Corrections/Amendments

If corrections or amendments are needed to data previously electronically submitted to Ecology, Generators and Facilities are asked to contact Ecology either by phone, E-mail or letter regarding the updates. Ecology staff will then determine if complete re-submittal of the GM, WR and/or OI data will be required. Please contact Ecology at the following:

Letter:                                          TurboWaste Contact Phone:
Department of Ecology          (360) 407-6735
Hazardous Waste Information
PO Box 47658                             Turbo Waste Contact E-mail:
Olympia, WA  98504-7658          ARQuestions@ecy.wa.gov

# Where and How to Send the Report Information

Your electronic reporting data files may be submitted to Ecology over the Internet or mailed on a disk.

## E-mail your Data Files

Zipped electronic data files can be sent to Ecology as <u>E-mail attachments</u>.

### 1. Exporting data files out of TurboWaste:
- When you are ready to submit your data choose the "**Export for Ecology**" option.
- Click the **Export** button. TurboWaste will now create a compressed (zipped) data file along with individual data files.

*For example, the **Export for Ecology** feature will create the following files for the RCRA Site ID# of WAD123456789:*

| *Individual data files:* | | | *Zipped File:* |
|---|---|---|---|
| *GM Files* | *OI Files* | *WR Files* | |
| *g1234567.89a* | *o1234567.89p* | *w1234567.89k* | *WAD12345.zip* |
| *g1234567.89b* | *o1234567.89q* | *w1234567.89l* | |
| *g1234567.89c* | | *w1234567.89m* | |
| *g124567.89d* | | *w1234567.89n* | |
| *g1234567.89e* | | | |

### 2. E-mail your files to Ecology
Send an E-mail message to Ecology at ARFiling@ecy.wa.gov.   Include the following information in your E-mail:

3. Your name and phone number
3. Your company name and RCRA Site ID#
3. Year of your annual report submittal
3. Types of data file you are sending (i.e. GM, OI, and/or WR)
3. Zipped data file attachment

### 3. Mail your completed VF form:
Your Verification Form (VF) and Recycling Credit Sheet(s) must be sent to Ecology the "old fashioned way" by US Postal mail or private carrier. Be sure to check the "Data submitted on Internet" box in Section 7 on the back of the form.

## Mail Submission

With mail submission, the electronic data files for an individual reporting site are zipped up then copied onto a disk and mailed to Ecology along with the site's VF form.

### 1. Exporting your data files out of TurboWaste:

- Choose the **Export For Ecology** feature to create zipped data files.
- Click the **Export** button.
- Go to your C:\TurWaste\Export directory and copy either the zipped data file <u>or</u> the individual data files onto a disk.

### 2. Mail your completed VF form along with your disk:

Mail your Verification Form (VF) and Recycling Credit Sheet(s) to Ecology along with your disk.  Be sure to check the "Disk(s) included" box in Section 7 on the back of the form.

## Mail Addresses

<u>For US Mail</u>, you must use the following address:
Washington Department of Ecology
Hazardous Waste Information
PO Box 47658
Olympia, WA  98504-7658

<u>For Express Mail </u>(by private carrier such as Federal Express or UPS) to Ecology.  Use the following street address for deliveries of this type<u>:</u>

Washington Department of Ecology
Hazardous Waste Information
300 Desmond Drive
Lacey, WA  98503

## Where to Go for Help

Call the Annual Reporting help line at 1-800-874-2022, follow the prompt for needing assistance with annual reporting (press 4) and the prompt for electronic reporting (press 4 again).  You may also obtain TurboWaste help directly at (360) 407-6735 or E-mail at ARQuestions@ecy.wa.gov, or ARFiling@ecy.wa.gov.

# Procedure -- Method 1

With Method 1, companies create data files of their annual reporting information and import them into TurboWaste.  The following instructions for Method 1 are more complex than Method 2 and contain detailed information on data file structures and file naming conventions.  Please also reference the TurboWaste User's Guide,  publication # 02-04-036 for software instructions.

## Basic Steps

1. Identify and acquire the information required to complete the GM, WR and/or OI forms.  This may involve creating extract files, interrogating existing applications or manually browsing paper records.

2. Using your computer system, create the data files containing the information that would normally be entered onto the form. The formats of these files are given later in this document.

- For the GM form, four separate files will be required.
    - Data File b: Contains a record for each GM form submitted.
    - Data File c: Contains a record for each waste stream managed off-site.
    - Data File d: Contains a record for each waste stream shipped off-site.
    - Data File e: Contains a record for each comment line.

- For the WR form three separate files will be required.
    - Data File l: Contains a record for each WR form submitted
    - Data File m: Contains a record for each waste stream received.
    - Data File n: Contains a record for each comment line.

- For the OI form one file will be required.
    - Data File q: Contains a record for each off-site installation and transporter interacted with during the course of the reporting year.

3. Install the TurboWaste Software on your computer.

4. Import your data files into TurboWaste using the file import feature.

5. Pass your data through the series of data validation audits within TurboWaste. These reports will check your data files and identify any incorrect records for you to fix. (See the TurboWaste User's Guide, Chapter 9), publication  #02-04-036.

6. When the validated data is ready to submit to Ecology, choose the appropriate file export feature of TurboWaste to prepare the data files for transmission. (See the TurboWaste User's Guide, Chapter 11), publication  #02-04-036.

7. Copy the compressed (zipped) file onto a disk and mail **or** send to Ecology as an E-mail attachment over the Internet.

8. Complete and submit the paper VF (Verification) form and any Recycling Credit Sheet(s) to accompany the filing.

# File Naming Conventions

Use the following naming conventions for your different data files.  In order to distinguish between submissions made by different generators, the data files must follow this strict naming standard.

## GM Files

Each of the files associated to the GM form must have a name corresponding to the following format: **GXXXXXXX.XX@**  (For example, **Data file b** for RCRA Site ID# WAD123456789 would be named g1234567.89b)

| Filename Component | Description | TurboWaste File Names |
|---|---|---|
| **G** | Indicates file is associated to the GM form. | |
| **XXXXXXX.XX** | Last nine digits of the RCRA Site ID#. | |
| @ | Indicates the contents of the file. The following values are permitted:<br><br>**a:**   Data file a contains details of the generator's submission. (*TurboWaste creates this data file for you*). | |
| | **b:**   Data file b contains a separate record for each individual GM form submitted (GM form sections A1-A9 and B1-B3a). | GM Data File 1 |
| | **c:**   Data file c contains a separate record for each individual Off-Site Management entry (GM form section B4). | GM Data File 2 |
| | **d:**   Data file d contains a separate record for each individual Waste Shipment Sent entry (GM form section B5). | GM Data File 3 |
| | **e:**   Data file e contains a separate record for each individual comment entry (GM form section C). | GM Data File 4 |

## WR Files

Each of the files associated to the WR form must have a name corresponding to the following format: **WXXXXXXX.XX@** (For example, **Data file l** for RCRA SITE ID# WAD123456789 would be named w1234567.89l)

| Filename Component | Description | TurboWaste File Names |
|---|---|---|
| **w** | Indicates file is associate to the WR form. | |
| **XXXXXXX.XX** | Last nine digits of the RCRA Site ID#. | |
| **@** | Indicates the contents of the file. The following values are permitted: <br><br>**k:**     **Data file k** contains details of the TSDR's submission**.** <br>       *(TurboWaste creates this data file for you.)* <br><br>**l:**     **Data file l** contains a separate record for each individual WR form submitted (WR form sections 1-8a). <br><br>**m:**     **Data file m** contains a separate record for each individual Waste Shipment Received entry (WR form section 9). <br><br>**n:**     **Data file n** contains a separate record for each individual comment entry (WR form section 10). | <br><br><br><br><br><br>WR Data File 1 <br><br><br><br>WR Data File 2 <br><br><br><br>WR Data File 3 |

## OI Files

Each of the files associated to the OI form must have a name corresponding to the following format: **OXXXXXXX.XX@** (For example, **Data file q** for RCRA Site ID# WAD123456789 would be named o1234567.89q)

| Filename Component | Description | TurboWaste File Name |
|---|---|---|
| **O** | Indicates file is associate to the OI form. | |
| **XXXXXXX.XX** | Last nine digits of the RCRA Site ID#. | |
| **@** | Indicates the contents of the file. The following values would be permitted: <br><br>**p:**     **Data file p** contains details of the generator/TSDR submission. <br>       *(TurboWaste creates this data file for you.)* <br><br>**q:**     **Data file q** contains a separate record for each individual off-site installation or transporter interacted with during the course of the year. | <br><br><br><br><br><br><br>OI Data File 1 |

# Data File Structure

The following tables describe the contents of the data files required for the electronic filing of the GM, WR and OI forms.  The data files must be created as **tab delimited** files using the naming convention detailed in this document.

☑ ***Important Note:*** *Do not use "dittos" when filing the GM and WR form electronically.  Dittos should not be used to indicate the management of a single shipment in multiple ways.  Rather the RCRA Site ID#, Shipment Date and Manifest Document number should be repeated on each Shipment Sent or Received record.*

☑ ***Important Note:*** *Do not add zero's (0.00) to fill in empty fields in the GM questions B1a and B3 and WR question 8a.  Only make valid entries here if required, otherwise leave blank.*

## Generation and Management (GM) Form

### GM - Data File b: Waste Stream Primary File

This data file must contain a single record for each GM form. It must contain the following data fields.
Data File Name Example: g1234567.89b

| Form Question | Data Field Name | Description | Data Type | Column Number | Maximum Size |
|---|---|---|---|---|---|
| | RCRA Site ID# | Generator's RCRA Site ID# | Text | 1 | 12 |
| | Form Seq. No. | Sequence number provided by generator; uniquely identifies each GM form submission | Number | 2 | |
| | Site Name | Site Name | Text | 3 | 40 |
| | Date Created | YYYYMMDD Format | Date | 4 | |
| A1 | Profile Code | For generator use | Text | 5 | 15 |
| A2 | Waste Description | Textual description | Text | 6 | 70 |
| A3 | EPA Waste Code #1 | Valid codes from WAC 173-303-081 through 803 and WAC 173-303-090 | Text | 7 | 4 |
| A3 | EPA Waste Code #2 | " | Text | 8 | 4 |
| A3 | EPA Waste Code #3 | " | Text | 9 | 4 |
| A3 | EPA Waste Code #4 | " | Text | 10 | 4 |
| A3 | EPA Waste Code #5 | " | Text | 11 | 4 |
| A3 | EPA Waste Code #6 | " | Text | 12 | 4 |

(Table continued on next page)

| Form Question | Data Field Name | Description | Data Type | Column Number | Maximum Size |
|---|---|---|---|---|---|
| A4 | WA State Waste Code #1 | Valid codes from WAC 173-303-104(3) | Text | 13 | 4 |
| A4 | WA State Waste Code #2 | " | Text | 14 | 4 |
| A5 | Designation Code | D or E | Text | 15 | 1 |
| A6 | Radioactive | Y or N | Text | 16 | 1 |
| A7 | Source Code | Valid code from Book 2 : Guidebook and Codes | Text | 17 | 3 |
| A8 | Form Code | Valid code from Book 2 : Guidebook and Codes | Text | 18 | 4 |
| A9 | Origin Code | Valid code from Book 2: Guidebook and Codes | Text | 19 | 1 |
| A9a | System Code (if Origin code = 5 in question A9) | Valid code from Book 2: Guidebook and Codes | Text | 20 | 4 |
| B1 | Quantity | XXXXXXXXXX.XX format (e.g. 1234.56) | Number | 21 | |
| B1 | Unit of Measure | ST: Short Ton MT: Metric Ton P: Pounds L: Liters K: Kilograms C: Cubic Yards G: Gallons | Text | 22 | 3 |
| B1a | Density (if G, L, or C in question B1) | XXXX.XX format (e.g. 1243.56) | Number | 23 | |
| B1a | Unit of Measure | PPG: Pounds/Gallon SG: Specific Gravity YD3: Pounds/Cubic Yard | Text | 24 | 3 |
| B2 | Waste Stream Management | N (On-Site), Y (Off-Site) or B (Both) | Text | 25 | 1 |
| B3 | Quantity Managed On – Site | XXXXXXXXXX.XX format (e.g. 1234.56) | Number | 26 | |
| B3 | System Code (for On-Site Management) | Valid code from Book 2 : Guidebook and Codes | Text | 27 | 4 |
| B3a | Treatment-by-Generator | Y or N | Text | 28 | 1 |
| B3b | Permit-by-Rule | No longer required | Text | 29 | 1 |
| | Status | Insert a space in this field | Text | 30 | 1 |

## GM - Data File c: Off-Site Management File

This data file must contain a single record for each Off-Site Management record for each GM form. It must contain the following data fields. Data File Name Example: g1234567.89c

| Form Question | Data Field Name | Description | Data Type | Column Number | Maximum Size |
|---|---|---|---|---|---|
| | RCRA Site ID# | Generator's RCRA Site ID# | Text | 1 | 12 |
| | Form Seq. No. | Sequence number provided by generator; uniquely identifies each GM form submission | Number | 2 | |
| | Off Site Seq. No. | Sequence number provided by generator; uniquely identifies each Off-Site Management record submitted | Number | 3 | |
| B4 | RCRA Site ID# | TSDR's (Designated Facility) RCRA Site ID# | Text | 4 | 12 |
| B4 | System Code | Valid code from Book 2: Guidebook and Codes | Text | 5 | 4 |
| B4 | Quantity | XXXXXXXXXX.XX format (e.g. 1234.56) | Number | 6 | 12.2 |
| B4 | Recycling Percent | XXX.XX format (e.g. 94.66) | Number | 7 | 5.2 |
| | Status | Insert a space in this field | Text | 8 | 1 |

## GM - Data File d: Waste Shipments Sent File

Only LQG's and TSDR's are required to complete this data file (it is optional for MQG's). If not completed by MQG's, a blank data file "d" must be included in the submission. This data file must contain a single record for each waste shipment sent record for each GM form. It must contain the following data fields. Data File Name Example: g1234567.89d

| Form Question | Data Field Name | Description | Data Type | Column Number | Maximum Size |
|---|---|---|---|---|---|
| | RCRA Site ID# | Generator's RCRA Site ID# | Text | 1 | 12 |
| | Form Seq. No. | Sequence number provided by generator; uniquely identifies each GM form submission | Number | 2 | |
| | Shipment Seq. No. | Sequence number provided by generator; uniquely identifies each shipment record submitted. | Number | 3 | |
| B5 | Shipment Date | YYYYMMDD Format | Date | 4 | |
| B5 | Manifest Document Number | Manifest Document Number | Text | 5 | 12 |

(Table continued on next page)

| Form Question | Data Field Name | Description | Data Type | Column Number | Maximum Size |
|---|---|---|---|---|---|
| B5 | Internal Tracking Code | For generator use | Text | 6 | 15 |
| B5 | RCRA Site ID# | TSDR's (Designated Facility) RCRA Site ID# | Text | 7 | 12 |
| B5 | Quantity Shipped | XXXXXXXXXX.XX format (e.g. 1234.56) | Number | 8 | |
| | Status | Insert a space in this field | Text | 9 | 1 |

## GM - Data File e: Waste Stream Comments File

This data file must contain a single record for each comment record, for each GM form. Even if you do not have any comments, a blank data file "e" must be included with your submission. It must contain the following data fields: Data File Name Example: g1234567.89e

| Form Question | Data Field Name | Description | Data Type | Column Number | Maximum Size |
|---|---|---|---|---|---|
| | RCRA Site ID# | Generator's RCRA Site ID# | Text | 1 | 12 |
| | Form Seq. No. | Sequence number provided by generator; uniquely identifies each GM form submission | Number | 2 | |
| | Comment Seq. No. | Sequence number provided by generator; uniquely identifies each comment line | Number | 3 | |
| C | Comment | Comment | Text | 4 | 79 |
| | Status | Insert a space in this field | Text | 5 | 1 |

## Waste Received (WR) Form

### WR - Data File l: Waste Received Primary File

This data file must contain a single record for each WR form. It must contain the following data fields:
Data File Name Example: w1234567.89l

| Form Question | Data Field Name | Description | Data Type | Column Number | Maximum Size |
|---|---|---|---|---|---|
| | RCRA Site ID# | TSDR's RCRA Site ID# | Text | 1 | 12 |
| | Form Seq. No. | Sequence number provided by TSDR; uniquely identifies each WR form submission | Number | 2 | |
| | Site Name | Site Name | Text | 3 | 40 |
| | Date Created | YYYYMMDD Format | Date | 4 | |
| 1 | Profile Code | For TSDR use | Text | 5 | 15 |
| 2 | Waste Description | Textual description | Text | 6 | 70 |
| 3 | EPA Waste Code #1 | Valid codes from WAC 173-303-081 through 803 and WAC 173-303-090 | Text | 7 | 4 |
| 3 | EPA Waste Code #2 | " | Text | 8 | 4 |
| 3 | EPA Waste Code #3 | " | Text | 9 | 4 |
| 3 | EPA Waste Code #4 | " | Text | 10 | 4 |
| 3 | EPA Waste Code #5 | " | Text | 11 | 4 |
| 3 | EPA Waste Code #6 | " | Text | 12 | 4 |
| 4 | WA State Waste Code #1 | Valid codes from WAC 173-303-104(3) | Text | 13 | 4 |
| 4 | WA State Waste Code #2 | " | Text | 14 | 4 |
| 5 | Designation Code | D or E | Text | 15 | 1 |
| 6 | Radioactive | Y or N | Text | 16 | 1 |
| 7 | Form Code | Valid code from Book 2: Guidebook and Codes | Text | 17 | 4 |
| 8 | Quantity | XXXXXXXXXX.XX format (e.g. 1234.56) | Number | 18 | |
| 8 | Unit of Measure | ST: Short Ton<br>MT: Metric Ton<br>P: Pounds<br>L: Liters<br>K: Kilograms<br>C: Cubic Yards<br>G: Gallons | Text | 19 | 3 |

(Table continued on next page)

| Form Question | Data Field Name | Description | Data Type | Column Number | Maximum Size |
|---|---|---|---|---|---|
| 8a | Density (if G, L, or C in question 8) | XXXX.XX format (e.g. 1234.56) | Number | 20 | |
| 8a | Unit of Measure | PPG: Pounds/Gallon SG: Specific Gravity YD3: Pounds/Cubic Yard | Text | 21 | 3 |
| | Status | Insert a space in this field | Text | 22 | 1 |

### WR - Data File m: Waste Shipments Received File

This data file must contain a single record for each Waste Shipment received record for each WR form. It must contain the following data fields. Data File Name Example: w1234567.89m

| Form Question | Data Field Name | Description | Data Type | Column Number | Maximum Size |
|---|---|---|---|---|---|
| | RCRA Site ID# | TSDR's RCRA Site ID# | Text | 1 | 12 |
| | Form Seq. No. | Sequence number provided by TSDR; uniquely identifies each WR form submission | Number | 2 | |
| | Receipt Seq. No. | Sequence number provided by TSDR; uniquely identifies each Shipment Received record submitted | Number | 3 | |
| 9 | Date Received | YYYYMMDD Format | Date | 4 | |
| 9 | Manifest Document Number | Manifest Document Number | Text | 5 | 12 |
| 9 | Internal Tracking Code | For TSDR use | Text | 6 | 15 |
| 9 | RCRA Site ID# | Sending Generator RCRA Site ID# | Text | 7 | 12 |
| 9 | System Code | Valid code from Book 2: Guidebook and Codes | Text | 8 | 4 |
| 9 | Quantity Received | XXXXXXXXX.XX format (e.g. 1234.56) | Number | 9 | |
| | Status | Insert a space in this field | Text | 10 | 1 |

## WR - Data File n: Waste Received Comments File

This data file must contain a single record for each comment record for each WR form. Even if you do not have any comments, a blank WR data file "n" must be included with your submission. It must contain the following data fields. Data File Name Example: w1234567.89n

| Form Question | Data Field Name | Description | Data Type | Column Number | Maximum Size |
|---|---|---|---|---|---|
| | RCRA Site ID# | TSDR's RCRA Site ID# | Text | 1 | 12 |
| | Form Seq. No. | Sequence number provided by TSDR; uniquely identifies each WR form submission | Number | 2 | |
| | Comment Seq. No. | Sequence number provided by TSDR; uniquely identifies each comment line | Number | 3 | |
| 10 | Comment | Comment | Text | 4 | 79 |
| | Status | Insert a space in this field | Text | 5 | 1 |

# Off-Site Identification (OI) Form

## OI - Data File q: Off-Site Identification Primary File

This data file must contain a single record for each OI form.  It must contain the following data fields.
Data File Name Example: o1234567.89q

| Form Question | Data Field Name | Description | Data Type | Column Number | Maximum Size |
|---|---|---|---|---|---|
| | RCRA Site ID# | RCRA Site ID# of generator/TSDR submitting OI form | Text | 1 | 12 |
| | Form Seq. No. | Sequence number provided by generator/TSDR; uniquely identifies each OI form submission | Number | 2 | |
| | Site Name | Site Name | Text | 3 | 40 |
| | Date Created | YYYYMMDD Format | Date | 4 | |
| | Waste Hander RCRA Site ID# | RCRA Site ID# of waste handler used | Text | 5 | 12 |
| | Waste Handler Name | Waste Handler Name | Text | 6 | 40 |
| | Waste Handler Site Address Line 1 | Street address, PO Box etc. | Text | 7 | 70 |
| | Waste Handler Site Address Line 2 | City, State, Zip Code | Text | 8 | 70 |
| | Waste Handler Type: Generator | Y or N | Text | 9 | 1 |
| | Waste Handler Type: Transporter | Y or N | Text | 10 | 1 |
| | Waste Handler Type: TSDR | Y or N | Text | 11 | 1 |
| | Status | Insert a space in this field | Text | 12 | 1 |

Electronic Data Submission Instructions

# Procedure -- Method 2

With Method 2, companies data entry their annual reporting information directly into TurboWaste. The following steps are simple and easy to perform. Please also reference the TurboWaste User's Guide, publication #02-04-036, for software instructions.

## Basic Steps:

1. Identify and acquire the information required to complete the GM, WR and/or OI forms. This may involve creating extract files, interrogating existing applications or manually browsing paper records

2. Install the TurboWaste Software onto your computer. Follow the instructions as displayed on screen.

3. Data enter your annual reporting information into TurboWaste.

4. Pass your data through the series of data validation audits within TurboWaste. These reports will check your data and identify any incorrect records for you to fix. (See the TurboWaste User's Guide, Chapter 9), publication #02-04-036.

5. When the validated data is ready to submit to Ecology, choose the appropriate file export feature of TurboWaste to prepare the data files for transmission. (See the TurboWaste User's Guide, Chapter 11), publication #02-04-036.

6. Copy the compressed (zipped) file onto a floppy disk or send it as an E-mail attachment to Ecology over the Internet (see page 7).

7. Complete and submit the paper VF (Verification) form and any Recycling Credit Sheet(s) to accompany the filing.